



Horsham Trafalgar Neighbourhood Council

Chairman
Morag Warrack
Email

chair@horshamtrafalgarnc.com

Clerk
Rhoda Hatton
Email

clerk@horshamtrafalgarnc.com

Minutes of the 471st Trafalgar Neighbourhood Council Meeting to be held at
Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL
on Wednesday 10th September 2025.

In attendance: Rhoda Hatton (clerk), Morag Warrack (Chair), Colin Bush, Joe Carpenter, Mark Francis, Ed Coulson, Olive Hobbs, Nigel Dennis, Martin Boffey, Anthony Franklin (from item 6). John Preston (from item 7).

Apologies: Alex Denne

Number	Matter
01/471/25	MW welcomed members and councillors to the meeting. Apologies for absence were received from Alex Denne. Anthony Franklin had emailed to advise that he would attend the meeting once the HDC audit committee meeting had finished.
02/471/25	There were no questions from the Public.
03/471/25	There were no updates by members for their Declaration of Interests which are published on the Neighbourhood Council's website.
04/471/25	OH proposed and CB seconded the approval of the HTNC Minutes for the meeting held on 9 th July 2025.
05/471/25	<p>The following matters arising from the previous minutes were discussed:</p> <ul style="list-style-type: none"> a 05/470/25 and 08/469/25 – Carried forward from July 2025 AF would ask that HDC consider a perch/tip-up seat at the newly moved bus stop on Guildford Road. C/Fwd as AF not at meeting at time of discussion. a 08/470/25 (c) The date of the Boldings Brook Working Party would be 21st September and RH would finalise the posters for posting on the noticeboards/social media and in the pubs, churches and the Co-op. RH would also liaise with Green Gym about attendance at the event. b 10/470/25 (d) JFP had progressed the organisational membership of CPRE at the cost of £5 per month. c 10/470/25 (e) RH had made enquiries with iRocks and JFP had made £70 donation. d RH had previously discussed with Sorin at HDC about placing the memorial bench at Redford Avenue football pitches and will now confirm with Sorin that Green Gym will undertake the work during the Boldings Brook working party event; enquiring at the same time about the concerns raised in previous years.
06/471/25	<p>Cllr Boffey provided an update from Horsham District Council, reporting that:</p> <ul style="list-style-type: none"> • The focus had been on the Local Government Reorganisation process. A shared Business Case will be published on Friday 12th September. Two variations are being considered B1 and B2. The final proposal will be discussed at a meeting of Cabinet on 24th September. In advance, of this, the full council meeting will listen to the views of each of the local councillors regarding their preferred options. Submission to National Government will then be at the end of that week. Ministers will then review which options meet the criteria and in New Year, the Secretary of State will make the final decision (this could be as late as March 2026). • The second consultation for Community Governance Review (Town Council) is currently taking place with the next drop in session being Thursday 18th September in Town. The consultation ends 29th September. A Governance Committee meeting will be held on




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	<p>10th November and if a Town Council proposal is agreed, another meeting will be held 19th November.</p> <ul style="list-style-type: none"> The Fairer Funding Review (Funding for Local Government) has shown that the next settlement payment will be for three years, however, Horsham District Council has already been advised that they will have a loss of funding as this district is considered 'better off' than others. There is no indication yet of the funding that will be available for Horsham town if going forward, the District Council no longer exists. The Capitol closes in the New Year for refurbishment once the 2025 Panto season has come to an end. It will reopen, having been refurbished in time for the 2026 Panto season. The Highwood Community Centre is seeking approval from HDC and this will be heard at the next Cabinet meeting. The aim is for this to be built in early 2027. AF reported on the opening of Vincent House School last Friday which is really positive news. John Milne is visiting Thursday 18th September. HTNC asked that RH send good wishes to the staff on behalf of members, advising that they have a good relationship with the local Trafalgar Community Infant school and look forward to extending this to Vincent House.
07/471/25	<p>The WSCC update from Cllr Dennis included details about:</p> <ul style="list-style-type: none"> The consultation for co-education at Millais which had now completed and the school will accept both boys and girls as from the next school intake. The burst water main Richmond Road which had hopefully been sorted following the Southern Water repairs. Further road closures on Springfield Park Road and the Ash-die back work on the Guildford Road. On-Street parking charges from 1st Oct for adhoc parking which at the same time will aim to keep down the cost of parking for permit holders. The crossing at the Bishopric. Residents had complained that the green man light indicates that there is insufficient time to cross the road. ND reported that the lights are working as they should and although the green man light does go out before residents have finished their road crossing, they should be reassured that this happens in order to discourage people from starting to crossing at the time that the traffic lights are preparing to change. The local Councillors who are pushing for a northern crossing on the Bishopric junction. This will mean that there would no longer be the need for a two-leg crossing. If this goes forward there will be an 'all stop' on all three of the crossing areas at the same time, rather than different times for the staggered crossing. This 'all crossing' facility will be indicated by one bleeping sound which is not currently possible. <p>ND left the meeting.</p>
08/471/25	<p>Members discussed and acknowledged the following correspondence:</p> <ol style="list-style-type: none"> An email from HDC (15th July) re the decision that the Community Asset Application No. CA25/01 for The Malt Shovel Public House, 15 Springfield Road, Horsham, RH12 2PG had been declined. The emails from residents regarding the proposed West Parade contraflow (5) The email from CAGNE (28th July 2025) advising that GACC had removed CAGNE from the noise group and requesting that funders continue to support CAGNE. MW will speak to Sally about the matter. The Neighbourhood Warden's reports for July 2025 (emailed to members 21st August) was noted and will be posted to the website by RH. The email from HDC's Democratic Services and Election Manager (forwarded to members on 1st September 2025) requesting that consideration be given to any written comments that HTNC would like to make on the draft recommendations of the community governance



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	<p>review for the unparished area of Horsham Town. https://www.horsham.gov.uk/_data/assets/pdf_file/0015/149010/Community-Governance-Review-FINAL-Draft-Recommendations-with-maps-reduced.pdf. As all members remained in support, RH would reiterate previous feedback.</p> <p>f The Sussex Police & Crime Commissioner (Katy Bourne)'s survey - Sussex PCC Katy Bourne has is running her annual survey seeking the views of residents across the county. Which closes at 23:00 30th October 2025 (emailed to members 3rd September). Members agreed to following up with their own feedback.</p>																		
09/471/25	<p>The following TTRO were noted by members:</p> <ul style="list-style-type: none">a 8th September – Emergency road closure on Springfield Park Road required for one day, while Southern Water undertakes works to replace manhole frame and cover in carriagewayb 29th September for 5 days - Road closed between the junctions with Hill Farm Lane and Farthings Hill Roundabout (20.00hrs – 06.00hrs) for Ash dieback work.c 22nd October – Night-time road closure for line painting between Robin Hood Roundabout and Hop Oast Roundabout, Southbound on the Horsham Bypass.																		
10/471/25	<p>Financial Matters:</p> <p>a John F. Preston, Treasurer presented the financial report as follows:</p> <div style="text-align: center;"> Horsham Trafalgar Neighbourhood Council FINANCIAL REPORT For period 10 Jul 2025 to 10 Sep 2025</div> <table><tr><td>Balance at 10 Jul 2025</td><td>£9,470.89</td></tr><tr><td>Income during period <small>see Report</small></td><td>£0.00</td></tr><tr><td>Expenditure during period <small>see Report</small></td><td>-£3,002.20</td></tr><tr><td>Balance at 10 Sep 2025</td><td>£6,468.69</td></tr></table> <table><tr><td>Committed expenditure to end of FY25-26 ¹</td><td>£2,338.30</td></tr><tr><td>Additional support expenditure to end of FY25-26 ²</td><td>£1,810.00</td></tr><tr><td>Monies already allocated ³</td><td>£350.00</td></tr><tr><td>Contingency reserve ⁴</td><td>£100.00</td></tr><tr><td>Funds available for allocation</td><td>£1,870.39</td></tr></table> <div>Report<p>Income during the period: - nil</p><p>Expenditure during the period: - committed expenditure¹ of £671.20 - purchase of SI poles and battery of £2,141.00 - website and email subscription of £120.00 - donation to i-Rocks Fun day of £70.00</p><p><i>Next month's expenditure is likely to consist of monthly committed expenditure and payment for web storage.</i></p><p>JFP 10 Sep 2025</p></div> <div>Notes<ol style="list-style-type: none">1. Committed expenditure consists of Clerk's salary, bank charges and insurance costs.2. Additional support expenditure consists of costs associated with the website, email, newsletters (2 per year), etc.3. Monies already allocated comprise: 3.1. £250 being held for purchase of trees in 2025. 3.2. £100 being held for tree matting.4. Contingency to cover potential cost increases due to inflation.</div> <p>HTNC /Financial Report/Jan 2023 -/11</p>	Balance at 10 Jul 2025	£9,470.89	Income during period <small>see Report</small>	£0.00	Expenditure during period <small>see Report</small>	-£3,002.20	Balance at 10 Sep 2025	£6,468.69	Committed expenditure to end of FY25-26 ¹	£2,338.30	Additional support expenditure to end of FY25-26 ²	£1,810.00	Monies already allocated ³	£350.00	Contingency reserve ⁴	£100.00	Funds available for allocation	£1,870.39
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	<p>b MW and MF advised that they had organised for five apple trees to be delivered to the Shelly Allotment. Roger Brown would send an invoice for £125 to the clerk and once paid, JFP will remove the money allocated above for trees and matting.</p> <p>c The CPRE monthly contribution of £5 for membership subscription will start in October. (This will coincide with the non-charging of banking costs from HSBC.)</p> <p>d Members reviewed the projects as shown in appendix B with updates for this month shown in Green.</p>
11/471/25	<p>Newsletter – Autumn 2025</p> <p>The following schedule (working backwards) for production and delivery was agreed:</p> <ul style="list-style-type: none">• Delivery by Martin Standen – w/c 20th October• MW to collect from printers and delivery to Martin Standen – Thursday/Friday 16th/17th October• RH to email files to Printers – Friday 10th October• Graphic Designer to email Final Newsletter file to RH – Wednesday 8th October• REVIEW ends: MF sends comments to Graphic Designer – Friday 3rd October• RH request quote from printers – Wednesday 1st October• REVIEW starts: Tuesday 30th September• MF sends all articles to Graphic designer – Tuesday 23rd September• All contributors email articles to MF by Thursday 18th September <p>RH to notify AD of the above as she had been absent at the meeting.</p> <p>The following articles would be included in the Autumn Newsletter:</p> <ul style="list-style-type: none">• All Hedgehog Boxes in local places and photo - JFP• New defibrillator at The Dog and Bacon - RH• Shelley allotments – Potentially three trees and donations to the water container project along with the ‘Opening of Shed’ (including photo of John Milne (MW)• 20’s Plenty – latest phase - CB• Community Fridge at Methodist Church Tuesday and Thursdays and Sussex Green Living on the last Saturday of the Month. Food bank donation in car park of the Trafalgar Community Infant School. AD• Welcome to our new Councillor Alex who is highly involved in Olivo – AD• The launch of ‘SAFER’ and how as a community we can react – MW• Sustainable Energy at Home – with flyer – MF (event date:27/20/25)• The Myth of Operation Crackdown – RH (email 31st July)• Update from the committee of the Cootes Farm Fayre - RH• ‘A resident informed HTNC about a drug related concern and the Neighbourhood Policing Team are increasing their presence in the area’ – RH <p>OH mentioned that she felt that the font was too small in the last edition and members will aim to increase this in the autumn newsletter; hence the following articles will only be included if space permits (members will consider QR codes if limited on space):</p> <ul style="list-style-type: none">• Progress at Greenway Academy School re planning and building (AF to check the position and only to be included if direction of travel is clear) AF• Celebration of Libraries - https://arena.westsussex.gov.uk/centenary-events• StreetSafe - an online tool where residents can anonymously report to Sussex Police any location where they might feel unsafe. RH



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12/471/25	<p>The following matters relation to Planning were discussed:</p> <ul style="list-style-type: none"> a Members had advised Andrew Bush, the Arboriculture Specialist at HDC that they wished to support a permanent TPO (ref TPO/1591) in respect of the oak tree at 78 Guildford Road Horsham – a response is awaited. b Members agreed no further actions on the applications shown in appendix A. RH would advise HDC's Planning Department accordingly.
13/471/25	<p>To receive reports on outside committee meetings attended by members:</p> <ul style="list-style-type: none"> a Stakeholder briefing session regarding the Local Government Reorganisation (LGR) process in West Sussex which was held on Wednesday 30 July at 5.30pm remotely on TEAMS – CB had sent a report to members. Blueprint enquired what happens to the current plan if a Town Council takes over as it is only possible to have one designated organisation. It is being investigated whether the Town Council takes over plan or whether they have to go through the consultation process again. b Blueprint Meeting - 10th July at 7:30 in the Millennium Hall – CB reported that the AGM has been deferred until December by which time the Town Council outcome will have been determined. The CIL meeting regarding funding will take place in October. (Date TBC). c Webinar invite re EV public ChargePoint delivered by connected Kerb and EST - Wednesday 30th July – All were invited but no HTNC attendance. d Wardens Steering Group meeting - Wednesday 3rd September at 14:00 – CB reported that as always, it was a positive meeting although, thankfully things have been fairly quiet over the holiday period. The Dungeons and Dragons group is starting up at end of October at Hurst Road. Investigations continue into replacing the electric bikes with vehicles, although funding maybe a stumbling block. e The HDOPF meeting at the Billingshurst Centre on 9th September 2025 was not attended by HTNC.
14/471/25	<p>To agree/confirm attendees for forthcoming outside committee meetings:</p> <ul style="list-style-type: none"> a Code of Conduct Training Session for Parish Councillors online - 2nd October 2025 – All Invited b Next meeting of Blueprint Steering Group to be 2nd October to prepare for CIL public meeting - CB c CIL Meeting – Date TBC (October)- MF d Blueprint AGM proposed for 10th or 11th December possibly at Park Barn if available. (If 10th HTNC may need to move their meeting) - CB
15/471/25	<p>HTNC invited to join GACC</p> <ul style="list-style-type: none"> a MW had sent an email to members advising about GACC, an organisation that has a wide reach to Surrey, Kent and south of Horsham District, (but not much connection with Horsham town). Members approved a parish council annual membership of £10 for HTNC, with the membership operating in a similar way to that with CAGNE. b HTNC agreed to invite GACC to come and speak at a public HTNC meeting on Wednesday October 8th. RH would liaise with the Chairman of GACC and promote the event, c A membership of the Aviation Environmental Agency at a cost of £30 PA was not approved by members.
16/471/25	<p>Any other business:</p> <ul style="list-style-type: none"> • OH had concerns about a parked car on the left-hand side of the road as traffic turns left into Redford Avenue from Warnham Road. She enquired if the double yellow lines could be extended up to the first house in order to stop parking being so close to the junction. RH would speak with ND about the possibility of a TRO request being made to West Sussex • EC notified members that he had received complaints from residents about severely overgrown hedges which are causing a public obstruction. Members asked RH to draw up a proforma letter that could be put through the letterboxes of the private properties



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	<p>in question. In the meantime, RH would report the overgrown vegetation on the Boldings Brook bridge to ND and would enquire about the responsibility of the offending hedge along the alley way of Saxon Crescent/Albery Close.</p> <ul style="list-style-type: none">• JFP enquired if HTNC would request that WSCC bring in a by-law to help stop residents from parking on the pavements. MB advises that any such by-law would have to apply to the whole of Horsham and this would make life very difficult for residents living in Edwardian Houses. JC recommended that when incidents are noted, the local policing teams (PCSO) be emailed and they may then be willing to investigate the matter further. MB and AF left the meeting.• MF reminded members of the vigil for Gaza that is being held outside Oxfam on Saturday 13th September and the Horsham Apple Day event that takes place from 10.30am on Saturday 27th September at the Horsham Unitarian Church. Further details can be found on the HTNC website/Facebook pages.• CB advised that a new battery had been placed in the speed indicator but this has caused it to stop working. CB will investigate further. The indicators on Rushams Road are indicating that speeds are coming down in both directions.• MW advised members of a meeting she had had with the new owners of Swan Walk who were concerned about the empty business units in the town centre which, as a result make filling the larger store spaces in Swan Walk more difficult. The owners felt that this will only get worse if the new Mowbray retail area becomes preferable to some of the larger retailer. Members were asked if they wanted to object to the changes being put forward by the Mowbray retail site (which would increase its size by an extra 40%). Members did not wish to object to the changes being put forward but rather wishes that other solutions could be found for retaining and attracting independent retailers in Horsham.
17/471/25	<p>Date and time of the next meeting: Members have confirmed the following dates for HTNC meetings that will be held at Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL with a 7.00pm start time:</p> <ul style="list-style-type: none">• Wednesday 8th October 2025 (with a 30-minute public presentation from GACC)• Wednesday 12th November 2025• Wednesday 10th December 2025, (subject to Blueprint Steering Group Meeting)• Wednesday 14th January 2026• Wednesday 11th February 2026• Wednesday 11th March 2026• Wednesday 15th April 2026• Wednesday 13th May 2026• Wednesday 10th June 2026• Wednesday 15th July 2026• No Meeting in August• Wednesday 9th September 2026• Wednesday 14th October 2026• Wednesday 11th November 2026

Meeting closed at 21.20hrs



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Appendix A – Planning Applications

Reference	Details	Actions
DC/25/1006	The subdividing of existing plot and erection of a two storey 4-bedroom dwelling at 35 Churchill Avenue Horsham West Sussex RH12 2JP	NFA
DC/25/0870	The demolition of the existing garage and construction of a single storey rear extension at 5 Ryecroft Drive Horsham West Sussex RH12 2AW	NFA
DC/25/1116	Variation of condition 1 of previously approved application reference DC/22/0037 (Demolition of existing garage and erection of a detached 2 bay garage with gym/office space above and incorporating 2no rooflights) for an external staircase (in lieu of the approved internal staircase) at West Lodge, North Parade, Horsham, West Sussex	NFA
DC/25/1098	A loft conversion with hip to gable roof extension, rear dormer and front rooflights at 48 Redford Avenue Horsham West Sussex RH12 2HJ	NFA
DC/25/1164	The demolition of attached garage. Erection of a front porch, two storey side extension, single storey rear extension and alterations to roof at 80 Irwin Drive Horsham West Sussex RH12 1NJ	NFA
DC/25/1188	Surgery to 1x Oak and 1x Ash at 5 Warnham Road Horsham West Sussex RH12 2QS	NFA
DC/25/1320	Erection of single and two storey side and rear extensions at 27 Saxon Crescent Horsham West Sussex RH12 2HX	NFA
DC/25/1385	Fell 1x Ash at Fairways 12 Rookwood Park Horsham West Sussex	NFA
DC/25/1347	Surgery to 1x Silver Birch at 73 Curzon Avenue Horsham West Sussex RH12 2LA	NFA



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Appendix B – HTNC Projects – Latest Progress/decisions made are shown in Green

<p>Projects approved awaiting implementation:</p>	<ul style="list-style-type: none"> • Memorial Bench - Trafalgar Neighbourhood Council have been asked to obtain a commemorative bench in memory of June Harris, a long-serving Neighbourhood Councillor who passed away in January 2024. • RH had ordered the bench which had been delivered to HDC at Chesworth Farm Depot. RH will source the plaque separately. • RH had previous discussed with Sorin at HDC about placing the memorial bench at Redford Avenue football pitches and will now confirm with him that Green Gym will undertake the work during the Boldings Brooke working party event; enquiring at the same time about the concerns raised in previous years. • Apple trees planting - Members wished to embark on rewilding projects and have made enquiries with Shelley Allotments as to whether or not the community grass strip could be used for tree planting – the funding for the water containers could be worked in alongside this project. • MF, CB and MW met with members of the committee at the Shelley Allotments on 10th Sept to discuss the planting of the apple trees which were obtainable from Roger at Steyning Orchards. The following five trees have been purchased and will be delivered to Shelley allotments, thus completing this project: <ul style="list-style-type: none"> ○ Annie Elizabeth. Dates from 1857 - good late, large cooking apple. Preferred by many to a Bramley. ○ Dr Hogg. Sussex. 1880 Leonardslea - Strikingly impressive conical large cooking apple. Very rare apple. ○ Devonshire Quarrenden. 1676. Devon - An early ripening deep red-skinned eating apple. ○ Red Falstaff (A red coloured sport of Falstaff) - Falstaff apple was raised at East Malling Research Station, Kent, 1965. Medium sized, oblong-conical fruit. Red flush and stripes over smooth yellow skin. Very crisp, juicy flesh. Pleasant refreshing, fruity flavour with a good balance of sweetness and acidity. A good dessert variety also useful for juice making. Keeps its crispness well in storage. Heavy cropping. A good garden variety. ○ Herefordshire Russet - Another more recent introduction from East Malling. 2003. Has Cox as one of its parents. Golden russet skin when ripe. Heavy crops.
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